



U.S. General Services Administration

# Federal Acquisition Service

**Enhanced Monthly On-line Records and Reports  
of Information-Technology Services (E-MORRIS)**

**Training Overview for Agency DAR Administrators**



## E-MORRIS Introduction

- E-MORRIS is GSA's system that supports billing and inventory for the Networx contracts.
- E-MORRIS enhances the functionality of MORRIS for Networx, but is a separate web site with separate access.
  - URL: <https://emorris.fasbilling.gsa.gov>
- There are three levels of Agency access to the web site:
  - Public – general info, account registration forms, reset password form
  - Agency User – inventory and billing, depending on approval of Agency DAR Admin
  - Agency DAR Administrator – Agency User, plus screens to manage other accounts
- This briefing provides an overview from an Agency DAR Administrator perspective.
  - Inventory and billing process overview
  - Web site account registration process
  - Manage Users screens for Agency DAR Administrators
  - User account set-up and navigation
  - Networx inventory screens
  - Networx billing reports
  - E-MORRIS help and contact info

# Inventory & Billing Process Overview

- Inventory Process (could be daily on business days)
  - Load vendor Service Order Completion Notice (SOCN) file to inventory database
  - Check against Pricer & report errors to vendor (vendor may send corrected SOCN)
  - Post inventory data to tables for web access
- Billing Process (monthly)
  - Load vendor invoice, detail and adjustment files to billing database
  - Balance invoice to detail to ensure accuracy of billing data
  - Run verification check for:
    - Elements populated
    - SOCN for each order; billing consistent with SOCN
    - Correct prices
    - No duplicate billing
    - No over 90 day billing
    - Exceptions feed into disputes process (centralized only) and SLA count
  - Run customer billing (centralized only)
    - Feed to IPAC process
  - Post data to tables for billing web reports
    - View/print, download data, data layout



## Home Page (public access)



### GSA Info

- MORRIS
- TOPS e\*Bill
- TOPS Ordering
- GSA Home
- GSA Network
- GSA TSMs (GAMs)
- Network Unit Pricer
- Network Agency Pricer

### E-MORRIS Info

- User Guide
- FAQ
- News
- Contact Us
- E-MORRIS Home

### E-MORRIS

Enhanced Monthly On-Line Records and Reports of Information Technology Services  
Welcome to GSA's web site for Network Billing and Inventory Management

### This is a Restricted Site

You must be a registered user in order to access this website. If you are currently registered, please enter your User Name and Password to log in.

### Login Now

User Name

Password

### Register Now

### Forgot Password

### Other Login Problems

### WARNING:

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

### FOR DATA ACCESS:

- User ID & password required.
- Agency users must be authorized by the Agency DAR Administrator.
- Agency must have a copy of the DAR Administrator letter on file with GSA.
- 3 ways to get an account:
  - Register Now form (any user)
  - Multiple Users form (DAR Admin)
  - DAR Admin can create through web screens
- If you have an account and forget your password, click Reset Password and enter your email address.

- Links to other web sites (access controlled separately, as required)
- Links to general information about E-MORRIS

## Account Registration screen sample

**Information**

This form registers one user for an E-MORRIS account. If you are a DAR Administrator and wish to register multiple users, please [click here](#) to download a form.

Please enter your contact information into the fields at the right.

\* Indicates that you must provide this information.

Please make sure to provide a valid email address. You will be contacted at this address when your request has been processed.

Please enter at least one Agency Hierarchy Code (AHC). You must enter at least two characters; you may enter up to 28. A partial AHC means access to all AHCs starting with those characters (e.g., "47" means you are requesting all AHCs starting with 47. If you enter 47, you don't need to enter levels that roll to it, e.g., 4712, 47001234). You may enter multiple AHCs, either

**E-MORRIS Registration Request Information**

\* **Email Address**

**First Name**

\* **Last Name**

\* **Phone**

**Address**

**City**

**State**

**Zip**

\* **Agency Hierarchy Code(s)**

\* **Module Access** ☒ Networkx Inventory ☒ Networkx Billing

**Comments**

\* Indicates a Required Field

- Form accessed through Register Now button on the E-MORRIS home page.
- Submitted form populates a request table in E-MORRIS.
- Agency DAR Administrator and GSA get a system email with request information, and can access the request through a web screen.
- User gets a system email with UserID and password, once the DAR Administrator or GSA has created the account.

### Agency Hierarchy Codes

- Identify your requested level of data access
- You must enter at least two characters
- You may enter up to 28 characters
- The more characters you enter, the more your access is restricted\*, e.g.
  - If you enter TE, you will get all AHCs starting with TE
  - If you enter TE00000000000000000000000000000000, you will get only that AHC.
- You may enter multiple AHCs (separated by ; or on a separate line)

\*Note: AHC access actually granted is subject to DAR Admin approval, and may be different from what is requested.



Point of Contact Information					Request Type			Access Permissions				
					Create New Account	Modify Existing Account	Delete Existing Account		Transition Information Portal	Approval	DAR Admin Approval	
										E-MORRIS	Networkx Inventory	Networkx Billing
First Name	Last Name	Email Address	Phone Number	Agency Name				Agency Hierarchy Codes to Access List all				
Agency Authorizing Official (check all that apply for you)												
	<input checked="" type="checkbox"/> Agency Transition Manager			<input checked="" type="checkbox"/> Agency DAR Administrator								
Detroit	Adara	demo.adara@agency.gov	123-555-6000	TEST Agency	x			TE		x	x	
I approve the following users for system access:												
Test	User	testuser@agency.gov	123-555-6000	TEST Agency	x			TE01		x	x	
								TE03		x	x	
								TE05ABCD		x	x	
New	Account	new.account@agency.gov	123-555-7000	TEST Sub-Agency	x			TE01ABCDXXXX12340000XXXX0000		x	x	
								TE01EFGHXXXX12340000XXXX0000		x	x	

- 6

## Manage Users screens



- As an Agency DAR Administrator, you can act as an E-MORRIS Account Manager for your Agency (in addition to being an Agency user)
  - View and manage account requests submitted through the Register Now web form for your Agency Hierarchy Codes
  - Create and edit accounts for other users in your Agency
  - Assign AHCs as high as your access allows, or as low as 28 characters
  - You can not provide access outside of your own account permissions
- Use of these screens is OPTIONAL
  - If you have E-MORRIS access, you will get a system email when a user in your Agency requests access through the registration web form
    - Approve (or deny) the request via the Manage Users screens, OR
    - Reply to the email and GSA will manage the request
  - If you do not have E-MORRIS access, GSA will forward the request information to you via email
    - Reply to the email and GSA will manage the request
  - You can also use the Multiple Users registration form

# Manage Users screen sample

	<a href="#">Home</a>	<a href="#">Inventory</a>	<a href="#">Billing Reports</a>	<a href="#">Manage Users</a>	
<a href="#">Home</a> > <a href="#">Manage Users</a>	<a href="#">Manage Users</a>	<a href="#">Browse Users</a>	<a href="#">Edit User</a>	<a href="#">Browse Requests</a>	<a href="#">Create User</a>

## Manage User Accounts

### Open User Requests

Userid	Requested
 another.one@agency.gov	01-OCT-08
 new.user@agency.gov	01-OCT-08
1 - 2	

### Password Reset Requests

Userid	Time Left (Hours)
 emorris.account@agency.gov	1439
1 - 1	

### Failed Logon Attempts

no data found

### Users Who Need to Change Passwords

no data found

- 0 Manage Users screens available to Agency DAR Administrators (and GSA)
- 0 Access the screens by clicking on the Manage Users tab
- 0 View open account requests, password reset requests and other status information
- 0 Click on the icon to the left of an open user request record to view details of that request
- 0 Or navigate among the screens by clicking on the links underneath the Manage Users tab





## Browse Requests screen sample



Welcome Demo.

Home Inventory Billing Reports Manage Users

Manage Users Browse Users Edit User Browse Requests Create User

Home > Manage Users > Browse Requests

### Requests for Account Action

Search  Go

Open	Email Address	Name	Status	Requested
	another.one@agency.gov	One, Another	OPEN	10/01/08 14:51
	<b>new.user@agency.gov</b>	User, New	OPEN	10/01/08 14:47
	emorris.account@agency.gov	Account, Emorris	CLOSED	10/01/08 14:45

1 - 3

### Details

Email Address new.user@agency.gov

Name New User

Address

Phone 777-555-3333

AHCs Requested TE01; TE03; TE05

Modules Requested Network Inventory  
Network Billing

User's Comments This is a test request for training purposes

Work Notes

Close Request Deny Request Create Account

Remove from My List

- 0 View details of a user request by clicking on the icon to the left of a record
- 0 You can enter work notes if you choose
- 0 Click on the Create Account button to create the account
- 0 Click on the Deny Request button if you don't authorize the account
- 0 Click on the Close Request button if, for example, the request is a duplicate
- 0 Click the Remove from My List button if the request is not from your Agency (this will flag GSA to investigate)

# Create User screen sample

Home > Manage Users > Create User

Home Inventory Billing Reports Manage Users  
Manage Users Browse Users Edit User Browse Requests Create User

Return to Browse Page

## Create New User Account

**Information**

You can create a new account now.

A temporary password will be emailed to the user when the account is created. This password must be changed the first time that the user logs on.

If you have linked here from the Browse Requests page, the fields have been pre-filled for your convenience.

Userid  
(Email Address) new.user@agency.gov

**Contact Information**

First Name New

Last Name User

Address

City

State

Zip

Phone 777-555-3333

Alt. Email

Comments This is a test request for training purposes

**Access Information**

Copy Permissions from Another User Account

Model Userid No - Do Not Use Model

☐ Update User if Model Updated

Or, Set Permissions Individually

**Modules** ☒ Agency Billing ☒ Agency NIM

**Billed** ☒ All ☐ Central ☐ Direct

**Vendors** ☒ Vendor1 ☒ Vendor2

**Contracts** ☒ All ☐ Universal ☐ Enterprise

**Agency Hierarchy Codes** TE01;TE03;TE05

☒ Close Registration Request

Attach this Additional Message to the Email to the User

Create User Reset Cancel

- 0 If you link here from the Browse Requests screen, the fields will be auto-populated with the request information.
- 0 You can change access (e.g., lower level or additional AHCs) or create the account as requested.
- 0 Click the Create User button to complete account set-up.
- 0 The user will get a system email with User ID and password.
- 0 You can add optional text to that email by entering it in the box provided (note: it will be the same font as the email, so you might want to surround it with asterisks (\*\*\*\*)).
- 0 You can also use this screen to create a user account without starting from a registration request.

## Browse Users screen sample



### Browse User Accounts

Search  Display 15

Edit	Userid	Name	Locked	Disabled	Password Age	Model
	emorris.account@agency.gov	Account,Emorris	N	N	1 days	N
	emorris.user@agency.gov	User,Emorris	N	N	30 days	N
	new.user@agency.gov	User,New	N	N	1 days	N

1 - 3

- 0 Once an account has been created, a record appears in the Browse Users list
- 0 You can click on the icon to the left of a record to edit the account
- 0 You can search by all or part of a User ID or Name

# Edit Users screen sample

Home > Manage Users > Edit User

Home | Inventory | Billing Reports | **Manage Users** | Manage Users | Browse Users | Edit User | Browse Requests | Create User

Return to Browse Page

**Edit User Account for new.user@agency.gov**

Userid: new.user@agency.gov (Email Address)

**Tasks for New User**

- Reset Password
- Remove User
- Edit Notifications
- Edit Preferences
- Make Model User
- Transfer User Management
- Copy User

**Status of Account**

Password changed 0 days ago

Last logon 0 days ago

New - user has not logged on

Password reset request expires in 1416 hours

**Contact Information**

First Name: New

Last Name: User

Address:

City:

State:

Zip:

Phone: 777-555-3333

Alt. Email:

Comments: This is a TEST request for training purposes

**Access Information**

Copy Permissions from Another User Account

Model Userid: No - Do Not Use Model

☐ Update User if Model Updated

Or, Set Permissions Individually

**Modules**

- ☒ Agency Billing
- ☒ Agency NIM

**Billed**

- ☒ All
- ☐ Central
- ☐ Direct

**Vendors**

- ☒ Vendor1
- ☒ Vendor2

**Contracts**

- ☒ All
- ☐ Universal
- ☐ Enterprise

**Agency Hierarchy Codes**

- TE01
- TE03
- TE05

Save Reset Cancel

- 0 Select a User ID to view an account record (or link here from the Browse Users screen)
- 0 Edit POC or access information
- 0 Click on links in the task box to:
  - 0 Reset password – optional, since any user can reset using the Reset Password button on the home page
  - 0 Remove User – delete or temporarily disable an account, as needed
  - 0 Edit Notifications or Preferences – optional, see slide 16
  - 0 Make Model User – optional, use same permissions for subsequent accounts
  - 0 Transfer User Mgt – send account back to GSA, if needed



# Navigation and Account Set-up



Welcome Demo Adara | [My Account](#) | [Logout](#)

[Home](#) [Inventory](#) [Billing Reports](#) [Manage Users](#)

[Home](#) [User Guide](#) [FAQ](#) [News](#) [Contact Us](#)

[Home](#) > [My Account](#)

## Tasks

- Change Password
- Change My Notifications
- Change My Preferences

## My Account

User Name DEMO.ADARA@AGENCY.GOV

First Name Demo

Last Name Adara

Address 321 Desert Highway

City Las Vegas

State NV

Zip 12345

Email Address

[Save Changes](#) [Reset](#)

- Must change password and accept Rules of Behavior on initial log-in
- Standard web site navigation
  - Tabs across top for modules
  - Links (sub-tabs) underneath for pages within modules
- Click on My Account link in top right corner to:
  - Update POC info - optional
  - Change Password - required every 90 days
  - Change system notifications - optional
  - Change navigation preferences – optional unless you have more than 500 Agency Hierarchy Codes (see slides 30-33 for more info)

# Navigation and Set-up (continued)

## My Account task screens

Home > My Account

### Tasks

- Change Password
- Change My Notifications
- Change My Preferences

### My Notifications

Notify me when these events occur

#### for Agency Billing

Agency Reports Available for Month

☒ Yes

#### for Manage Users

Notify Me When a Registration is Received

☒ Yes

Save

Cancel

### My Preferences

#### Common Elements

Download File Format

Tab Delimited

Alternative Start Page

Billing Reports

Rows per Page

30

Include Column Headers in Download File

Yes

#### Agency Billing

Default Report

Service Summary

AHC Selector Type

Popup List Drilldown (w/ filters)

Save

Cancel

- Change notifications – options for getting system emails
  - Billing reports available
  - Registration request received

- Change web site preferences – options for changing navigation defaults
  - Download format – recommend tab delimited (TSV)\*
  - Alternative start page after log-in – default is Home
  - Rows per page – default is 30
  - Include column headers – default is yes
  - Default report when first clicking on billing tab – default is MSOA
  - AHC selector type – default is dropdown
- Changing these settings is optional, with the exception of AHC Selector Type IF you have more than 500 AHCs (see slides 30 – 33)

\*Note: Default download format is comma delimited (CSV), but there is an issue in which Excel translates AHCs to scientific notation. TSV format negates the issue. If you don't set the default here, you can choose TSV format for any report by clicking on the down arrow next to the Download icon and selecting tab delimited.



- 0 Query by AHC or UBI. Additional filters optional.
- 0 Click on View to see details.
- 0 Add report fields through customized query link.
- 0 Download contains all Gov't-requested J.12.2-4 (SOCN) fields.

# NIM error report sample

Home Inventory Billing Reports Manage Users

Inventory NIMS SOCN

Home > Network Inventory > Daily SOCN Error Report

Load Date: -All Dates- Contract: All Contractor: All Go

Printer Friendly Download

Contract Id	Vendor	Ubi	Nim Id	Load Date	Error Code	Error Description	Der
1	2	TESTUBITE04	0630006CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE04	0639017CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE04	0921144CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE04	0921244CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE04	0921344CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0094003ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0099013ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0099004ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0099011ABLNTX03MA2	31-MAR-2008 11:52:47 AM	130	Billing Pricer error: unable to determine price B-Table	TEST
1	2	TESTUBITE05	0099011ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0099011ABLNTX03MA2	31-MAR-2008 11:52:47 AM	K	Record is missing required fields: ICB_CASE_NO	TEST
1	2	TESTUBITE05	0099011ABLNTX03MA2	31-MAR-2008 11:52:47 AM	20	Pricing failed on field: ICB_CASE_NO	TEST
1	2	TESTUBITE05	0094008ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST

1 - 13

- 0 Report of SOCN errors found and reported to vendor.
- 0 Shows all NIM fields, plus error descriptions.
- 0 Vendor errors can only be corrected by a new SOCN from the vendor – GSA does not change vendor SOCN data.



## Billing Reports

- Billing Summary – total charges by vendor and contract
- MSOA – charges by Networx service type and category
- Service Summary – charges by Networx service
- Call Detail Summary – usage charges by phone/card number
- CLIN Detail – charges by CLIN
- Vendor Adjustments – detail of vendor adjustments
- GSA Adjustments – detail of GSA adjustments (central only)
- Charges by Service – total charges by AHC and service (download only)
- UBI Summary – charges by vendor Unique Billing Indicator
- GSA Disputes – detail of disputes filed by GSA on behalf of Agencies (central only)
- *(Future)* Vendor Disputes – detail of disputes as provided by vendors

- All reports apply to central and direct billing, unless noted above.
- All reports have printer friendly and download options, unless noted above.
- Data layouts are available with the download files, and in the billing report user guide.



## MSOA/Reports Availability


Select Report Criteria

Bill Period	Jan 2008	Vendor	Vendor2	Contract	Universal	AHC	.TEC
Break On	Vendor	Central/Direct	Central				

- 0 E-MORRIS “bill period” is the usage month
- 0 The vendor invoice is delivered by the 15<sup>th</sup> business day of the following month (approx. the 21<sup>st</sup> or 22<sup>nd</sup>)
- 0 E-MORRIS billing reports are available 2 months after the usage month (between the 10<sup>th</sup> – 15<sup>th</sup> calendar day)
- 0 For example:

Usage	Vendor Invoice	E-MORRIS Reports	IPAC / Bill (central)
Jan 1 – 31	dated Feb 2008, delivered by Feb 21 or 22	dated Jan 2008, posted between Mar 10 - 15	dated Jan 2008, billed between Mar 22 – 28

Select Report Criteria **AHC** .TE01 0000 0000 0000 0000 0000 0000 - Bill  

**Central/Direct** Central 

 Hide Selection Box
  Printer Friendly
  Download
  User Guide

### Networx Billing Summary By Month

**Agency Hierarchy Code:** TE01000000000000000000000000000000

**Agency Name:** Agency E01 ABC

**Line of Accounting:**

**Bill to AHC:** TE01000000000000000000000000000000

BOAC: TEST01

**Central/Direct:** Central

January 2008			
Vendor	Total	Universal	Enterprise
Vendor2	409,729.73	203,736.33	205,993.4
Total	409,729.73	203,736.33	205,993.4

- Report list to the left of the page (you can hide or show this list as you choose)
- Links across the top under the Billing Reports tab
- Links from within summary reports to lower level reports

0 Highest level summary of charges by Networkx vendor and contract

## 0 Query by AHC and Central/Direct

0 Link from amounts to corresponding MSOA





Federal Acquisition Service

U.S. General Services Administration

## Monthly Statement of Account (MSOA) sample



Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: TE01 0000 0000 0000 0000 0000 - Bill

Break On: Vendor Central/Direct Central

Go

Hide Selection Box Printer Friendly Download User Guide

	<div>THIS IS NOT A BILL - DO NOT PAY</div> <div>NetworkX</div> <div>Monthly Statement of Account</div> <div>January 2008</div> <div>Billing Level</div>											
<div>Contract: Universal</div> <div>Vendor: Vendor2</div> <div>Agency Hierarchy Code: TE010000000000000000000000</div> <div>Line of Accounting:</div>				<div>Bill to AHC: TE0100000000000000000000000000</div> <div>Agency Name: Agency E01000</div> <div>BOAC: TEST01</div> <div>Central/Direct: Central</div>								
NetworkX Services	NetworkX Contractor Charges									GSA Adjustments	Total NetworkX Charges	
	Usage Volume	Usage Amount	Monthly Recurring	Non Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments	Total Charges			
<b>Telecommunications Services</b> <a href="#">Communications</a> <a href="#">Transport Services</a> <a href="#">IP Based Services</a> <a href="#">Optical Services</a> <b>Subtotal</b> <b>Telecommunications Services</b>	 0.0 0.0 0.0 0.0  <b>0.0</b>	 254.82 268.27 0.00 155,074.50  <b>523.09</b>	 2,551.72 198.38 155,074.50  <b>157,824.58</b>	 8,041.05 0.00 0.00  <b>8,041.05</b>	 216.99 0.45 0.00  <b>217.44</b>	 330.15 0.27 0.00  <b>330.42</b>	 0.00 0.00 0.00  <b>0.00</b>	 (5.00) (410.25) 0.00  (415.25)	 <b>11,389.73</b> <b>57.10</b> <b>155,074.50</b>  <b>166,521.33</b>	 (1,650.82) (191.00) 0.00  (1,841.82)	 <b>9,738.91</b> (133.90) <b>155,074.50</b>  <b>164,679.51</b>	
<b>Management and Application Services</b>	240.0	1,213.49	1,576.53	8,121.30	399.22	0.00	0.00	0.00	<b>11,310.54</b>	0.00	<b>11,310.54</b>	
<a href="#">Security Services</a>	0.0	0.00	10,684.13	14,150.00	600.00	0.00	0.00	0.00	<b>25,434.13</b>	0.00	<b>25,434.13</b>	
<a href="#">Special Services</a>	0.0	0.00	0.00	2,140.00	0.00	0.00	0.00	0.00	<b>2,140.00</b>	0.00	<b>2,140.00</b>	
<a href="#">Wireless Services</a>	0.0	0.00	168.17	0.00	3.98	0.00	0.00	0.00	<b>172.15</b>	0.00	<b>172.15</b>	
<a href="#">Access Services</a>	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00	<b>0.00</b>	
<a href="#">Miscellaneous</a>	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00	<b>0.00</b>	
<a href="#">Federal Relay Service</a>	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00	<b>0.00</b>	
<b>Total Charges</b>	<b>240.0</b>	<b>1,736.58</b>	<b>170,253.41</b>	<b>32,452.35</b>	<b>1,220.64</b>	<b>330.42</b>	<b>0.00</b>	<b>(415.25)</b>	<b>205,578.15</b>	<b>(1,841.82)</b>	<b>203,736.33</b>	
For questions concerning this report, please contact the FAS Billing Help Desk at 1-877-944-8677 or fasbilling.help@gsa.gov.												
THIS IS NOT A BILL DO NOT PAY												

- 0 High level summary of charges at Service Type/ Category level
- 0 Query by Bill Period, Vendor, Contract, AHC and Central/Direct
- 0 Link from the Networkx Services column to the corresponding Service Summary report





## Service Summary report sample

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill Go

Break On: Vendor Service Type: Communications Transport Services Central/Direct: Central

Hide Selection Box Printer Friendly Download User Guide

Networkx Summary By Service January 2008 Communications Transport Services Billing Level										
Contract: Universal Vendor: Vendor2 Agency Hierarchy Code: TE01000000000000000000000000000000 Line of Accounting:					Bill to AHC: TE01000000000000000000000000000000 Agency Name: Agency E01000 BOAC: TEST01 Central/Direct: Central					
Service	Usage Volume	Usage Amount	Monthly Recurring	Non-Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments	GSA Adjustments	Total Networkx Charges
Asynchronous Transfer Mode	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Circuit Switched Data	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Combined (local and Long distance)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ethernet	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Frame Relay	0.0	0.00	905.94	0.00	10.58	48.69	0.00	0.00	(481.96)	483.25
Private Line	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toll-Free	0.0	213.03	1,291.28	8,041.05	204.82	276.98	0.00	(5.00)	(1,166.56)	8,855.40
Voice	0.0	41.79	354.50	0.00	1.79	4.48	0.00	0.00	(2.30)	400.26
Total	0.0	254.82	2,551.72	8,041.05	216.99	330.15	0.00	(5.00)	(1,650.82)	9,738.91

0 High level summary of charges at Service level

0 Query by Bill Period, Vendor, Contract, AHC, Service Type and Central/Direct

0 Link from Service column to corresponding CLIN Detail report

0 (Future) Link from Usage Volume/ Amount columns to corresponding Call Detail Summary report, Vendor Adjust column to Vendor Adjust report, and GSA Adjust column to GSA Adjust report



Federal Acquisition Service

U.S. General Services Administration


# Call Detail Summary report sample

Select Report Criteria

Billing Period: Jan 2005 Vendor: Vendor2 Contract: Universal AHC: T001 0000 0000 0000 0000 0000 - 0000 Go

Service: -All- Central/Direct: Central

Hide Selection Box Printer Friendly Download User Guide



Network

Call Detail Service Summary

January 2005

Billing Level

Contract: Universal

Vendor: Vendor2

Agency Hierarchy Code: T001 00000 0000000 00000000000

Line of Accounting:

Bill to AHC: T001 000000000000000000000000

Agency Name: Agency 001000

BOAC: TEST01

Central/Direct: Central

Contract	Vendor	AHC	Service	USI	ASRN	Contractor CustAcctID	INC	SWC	Phone/Card Number	Alloc %	Bom Int.	C/D	Calls	Minutes	Average Minutes/Call	Usage	Average Cost/Minute	Average Cost/Call		
Universal	Vendor2	T001ABC00000000000000000000	Audio Conferencing	UBICTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		555111231	100	0	C	0	0.00	0.00	0	0.00	0.00		
			Cellular/PCS	UBICTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		555111212	100	0	C	0	0.00	0.00	0	0.00	0.00		
			Dubound	UBICTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		555111212	100	0	C	3	1,661.40	553.80	14.93	0.01	4.98		
			Toll-Free	UBITFE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		8881111231	100	0	C	45	18,899.30	419.98	213.03	0.01	4.73		
			Voice over IP Transport	UBIVITE01AB	TESTASRNTE01	TESTCCANTE01	EL80GAC01B65		555111212	100	0	C	16	17,908.80	1,119.29	268.27	0.01	16.77		
Total T001ABC00000000000000000000													64	38,469.30	601.08	496.23	0.01	7.75		
		T001EF0H00000000000000000000	Audio Conferencing	UBICTE01EF	TESTASRNTE01	TESTCCANTE01	ELZBNJ09C11		5552221231	100	0	C	10	47,400.00	4,740.00	1213.49	0.03	121.35		
			Cellular/PCS	UBICTE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221231	100	0	C	0	0.00	0.00	0	0.00	0.00		
			Dubound	UBICTE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221231	100	0	C	3	2,988.00	996.00	26.86	0.01	8.95		
			Toll-Free	UBITFE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		8882221231	100	0	C	0	0.00	0.00	0	0.00	0.00		
			Voice over IP Transport	UBIVITE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221231	100	0	C	0	0.00	0.00	0	0.00	0.00		
Total T001EF0H00000000000000000000													13	50,388.00	3,876.00	1240.35	0.02	95.41		
Total Universal Vendor2													77	88,857.30	1,153.99	1736.58	0.02	22.55		
Grand Total													77	88,857.30	1,153.99	1736.58	0.02	22.55		

- Summary of usage charges by phone/ card number
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/ Direct



# CLIN Detail report sample

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: .TE01 0000 0000 0000 0000 0000 - Bill

Service: Frame Relay Central/Direct: Central

Go

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GSA

Networkx  
CLIN Detail  
January 2008  
Billing Level

GSA

Contract: Universal  
Vendor: Vendor2  
Agency Hierarchy Code: TE010000000000000000000000  
Line of Accounting:

Bill to AHC: TE010000000000000000000000000000  
Agency Name: Agency E01000  
BOAC: TEST01  
Central/Direct: Central

Service	Svc Order	UBI	ASRN	CLIN	Qty	Dom Int	C/D	Orig NIC	Term NIC	Billing Period	Install Date	Disconn Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge
Universal Contract																			
Vendor Vendor2																			
TE01ABCD000000000000000000000000																			
FRS	2825098	UBIFRTE01AB	TESTASRNT01	0000000	2	D	C	WHTMM005UAR		01/20/08-01/31/08	01/20/08		\$0.00	\$0.00	\$0.00	\$0.00	\$48.69	\$0.00	\$48.69
FRS	2825098	UBIFRTE01AB	TESTASRNT01	0044404	2	D	C	WHTMM005UAR		01/20/08-01/31/08	01/20/08		\$0.00	\$452.97	\$0.00	\$0.00	\$0.00	\$0.00	\$452.97
Subtotal for Service FRS													\$0.00	\$452.97	\$0.00	\$0.00	\$48.69	\$0.00	\$501.66
Subtotal for TE01ABCD000000000000000000000000													\$0.00	\$452.97	\$0.00	\$0.00	\$48.69	\$0.00	\$501.66
TE01EFGH000000000000000000000000																			
FRS	2825098	UBIFRTE01AB	TESTASRNT01	0000000	2	D	C	WHTMM005UAR		01/20/08-01/31/08	01/20/08		\$0.00	\$0.00	\$0.00	\$10.58	\$0.00	\$0.00	\$10.58
FRS	2825098	UBIFRTE01AB	TESTASRNT01	0044404	2	D	C	WHTMM005UAR		01/20/08-01/31/08	01/20/08		\$0.00	\$452.97	\$0.00	\$0.00	\$0.00	\$0.00	\$452.97
Subtotal for Service FRS													\$0.00	\$452.97	\$0.00	\$10.58	\$0.00	\$0.00	\$463.55
Subtotal for TE01EFGH000000000000000000000000													\$0.00	\$452.97	\$0.00	\$10.58	\$0.00	\$0.00	\$463.55
Subtotal for Vendor Vendor2													\$0.00	\$905.94	\$0.00	\$10.58	\$48.69	\$0.00	\$965.21
Subtotal for Universal Contract													\$0.00	\$905.94	\$0.00	\$10.58	\$48.69	\$0.00	\$965.21
Total Charges													\$0.00	\$905.94	\$0.00	\$10.58	\$48.69	\$0.00	\$965.21

- 0 Detail of charges by CLIN. Lowest level of data available in E-MORRIS.
- 0 Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- 0 Download includes all Gov't-requested fields from J.12.4.2 (Detail Billing File)
- 0 Does not include call detail usage



## Vendor Adjustments report sample


Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: TE01 0000 0000 0000 0000 0000 - Bill

Service: -All- Central/Direct: Central

Go

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NetworkX

Vendor Adjustments

January 2008

Billing Level



Contract: Universal

Vendor: Vendor2

Agency Hierarchy Code: TE01000000000000000000000000000000

Line of Accounting:

Bill to AHC: TE01000000000000000000000000000000

Agency Name: Agency E01000

BOAC: TEST01

Central/Direct: Central

AHC	Vendor Disp No	Gov Disp No	Invoice Date	Svc	UBI	ASRN	Orig NIC	Term NIC	CLIN	C/D	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj	Explanation
Universal Contract																
Vendor Vendor2																
TE01ABCD00000000000000000000000000		GOVDISP0001	12/12/07	TFS	UBITFTE01AB					C	-\$5.00	\$0.00	\$0.00	\$0.00	-\$5.00	Explanation of adjustment
TE01ABCD00000000000000000000000000		GOVDISP0002	12/12/07	VOIPTS	UBIVITE01AB					C	-\$410.25	\$0.00	\$0.00	\$0.00	-\$410.25	Explanation of adjustment
Subtotal for TE01ABCD00000000000000000000000000											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
Subtotal for Vendor Vendor2											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
Subtotal for Universal Contract											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
Total Adjustments											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	

0 Detail of vendor adjustments

0 Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct

0 Download has additional fields:

- 0 Invoice Number
- 0 Charged Amount
- 0 Disputed Amount
- 0 Bill Start
- 0 Bill End




# GSA Adjustments report sample

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: TE01 0000 0000 0000 0000 0000 - Bill Service: -All-

Go

Hide Selection Box Printer Friendly Download User Guide



Network

GSA Adjustments

January 2008

Billing Level

Contract: Universal

Vendor: Vendor2

Agency Hierarchy Code: TE01000000000000000000000000000000

Service:

Line of Accounting:

Bill to AHC: TE01000000000000000000000000000000

Agency Name: Agency E01000

BOAC: TEST01

Contract	Vendor	AHC	Orig Bill Date	Adjustment Reason	Service	NIC	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj
Universal	Vendor2	TE01ABCD00000000000000000000000000	01-JAN-08	Reason for adjustment	Voice over IP Transport		(95.00)	(95.00)	0.00	0.00	(191.00)
Universal	Vendor2	TE01ABCD00000000000000000000000000	01-JAN-08	TCR:MRCTTFR28250980044404	Frame Relay	WHTMM005UAR	(452.97)	(28.99)	0.00	0.00	(481.96)
Universal	Vendor2	TE01ABCD00000000000000000000000000	01-JAN-08	TCR:PICTTV28040470019001	Voice	MOBLAL15UBW	(2.30)	0.00	0.00	0.00	(2.30)
Universal	Vendor2	TE01ABCD00000000000000000000000000	01-JAN-08	Reason for adjustment	Toll-Free		(5.00)	(5.00)	0.00	0.00	(11.00)
Universal	Vendor2	TE01ABCD00000000000000000000000000	01-JAN-08	TCR:NRCTTTF28036960039036	Toll-Free	PRLHHI0JUBS	(1,086.05)	(69.51)	0.00	0.00	(1,155.56)
Subtotal TE01ABCD00000000000000000000000000							(1,641.32)	(200.50)	0.00	0.00	(1,841.82)
Subtotal Universal/Vendor2							(1,641.32)	(200.50)	0.00	0.00	(1,841.82)
Total							(1,641.32)	(200.50)	0.00	0.00	(1,841.82)

0 Detail of GSA adjustments (for centralized billing)

0 Query by Bill Period, Vendor, Contract, AHC and Service

0 Includes transition credits (identified by TCR in adjustment reason)\*

\*Note: Transition Credit reports for Direct Bill will only be on the Transition Information Portal (TIP) web site, along with additional Central Billed transition credit reports.





## Charges by Service report sample

**Select Report Criteria**  
**Bill Period** Jan 2008 **Vendor** Vendor2 **Contract** Universal **AHC** .TE01 0000 0000 0000 0000 0000 0000 - Bill **Go**  
**Central/Direct** Central

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**Contract:** Universal  
**Vendor:** Vendor2  
**Agency Hierarchy Code:** TE0100000000000000  
**Line of Accounting:**

Ahc	Vs	Csds	Tfs	Cs	Pls	Frs	Atms	Eths	CommSub	Pbip-Vpns	Nbip-Vpns	VoipTs	Cdns	Cips	Iptels	Ips	L2Vpns	Ipvts	IpSub	So
TE01ABCD000000000000000000000000	116.01	0.00	8,263.35	0.00	0.00	462.97	0.00	0.00	8,832.33	0.00	99.18	268.27	0.00	0.00	0.00	0.00	0.00	0.00	367.45	3
TE01EFGH000000000000000000000000	282.07	0.00	1,486.63	0.00	0.00	463.55	0.00	0.00	2,232.25	0.00	99.18	0.45	0.00	0.00	0.00	0.00	0.00	0.00	99.63	151

- 0 Total charges by AHC and service
- 0 Partial screen shot – report includes additional fields for each service and subtotals by service type/ category
- 0 Query by Bill Period, Contract, Vendor, AHC and Central/Direct
- 0 Download only – no print option





Federal Acquisition Service



# UBI Summary report sample

**Select Report Criteria**

Bill Period: Jan 2008    Vendor: Vendor2    Contract: Universal    AHC: ...TE01 ABCD 0000 0000 0000 0000 - Detail Central    Go

Service: -All-    Central/Direct: Central

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<div>  <div> <b>NetworkX</b>  <b>UBI Summary</b>  <b>January 2008</b>  <b>Detail Level</b> </div>  </div>												
Contract: Universal Vendor: Vendor2 Agency Hierarchy Code: TE01ABCD000000000000000000000000 Service: Line of Accounting:				Bill to AHC: TE01000000000000000000000000000000 Agency Name: Agency E01000 BOAC: TEST01 Central/Direct: Central								
Contract	Vendor	AHC	Service	UBI	C/D	Usage	MRC	NRC	Tax/ Surchg	USF	PICC	Total Charge
Universal	Vendor2	TE01ABCD000000000000000000000000	ACS	UBIACTE01AB	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Universal	Vendor2	TE01ABCD000000000000000000000000	CPCS	UBICPTE01AB	C	0.00	163.09	0.00	0.00	0.00	0.00	163.09
Universal	Vendor2	TE01ABCD000000000000000000000000	FRS	UBIFRTE01AB	C	0.00	452.97	0.00	0.00	48.69	0.00	501.66
Universal	Vendor2	TE01ABCD000000000000000000000000	LMRS	UBILMTE01AB	C	0.00	0.00	1,070.00	0.00	0.00	0.00	1,070.00
Universal	Vendor2	TE01ABCD000000000000000000000000	MFS	UBIMFTE01AB	C	0.00	0.00	10,700.00	0.00	0.00	0.00	10,700.00
Universal	Vendor2	TE01ABCD000000000000000000000000	MTSS	UBIMTTE01AB	C	0.00	500.00	0.00	105.00	0.00	0.00	605.00
Universal	Vendor2	TE01ABCD000000000000000000000000	NBIP-VPNS	UBINITE01AB	C	0.00	99.18	0.00	0.00	0.00	0.00	99.18
Universal	Vendor2	TE01ABCD000000000000000000000000	SONETS	UBISOTE01AB	C	0.00	3,498.54	0.00	0.00	0.00	0.00	3,498.54
Universal	Vendor2	TE01ABCD000000000000000000000000	TFS	UBITFTE01AB	C	0.00	0.00	8,041.05	0.00	0.00	0.00	8,041.05
Universal	Vendor2	TE01ABCD000000000000000000000000	TWS	UBITWTE01AB	C	0.00	1,576.53	0.00	0.00	0.00	0.00	1,576.53
Universal	Vendor2	TE01ABCD000000000000000000000000	VOIPTS	UBIVITE01AB	C	0.00	0.00	0.00	0.00	0.27	0.00	0.27
Universal	Vendor2	TE01ABCD000000000000000000000000	VS	UBIVCTE01AB	C	0.00	100.43	0.00	0.00	0.00	0.00	100.43
Subtotal TE01ABCD000000000000000000000000						0.00	6,390.74	19,811.05	105.00	48.96	0.00	26,355.75
Subtotal Universal/Vendor2						0.00	6,390.74	19,811.05	105.00	48.96	0.00	26,355.75
<b>Total</b>						<b>0.00</b>	<b>6,390.74</b>	<b>19,811.05</b>	<b>105.00</b>	<b>48.96</b>	<b>0.00</b>	<b>26,355.75</b>

0 Summary of charges by vendor Unique Billing Indicator

0 Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct



# GSA Disputes report sample

Select Report Criteria    Vendor: Vendor2    AHC: .TE01 0000 0000 0000 0000 0000 - 01    Go

Invoice Date: All    Status Code: All

Gov Disp No. Range- From:    To:   

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GSA

NetworkX

GSA Disputes

Contract: All

Vendor: Vendor2

Agency Hierarchy Code: TE010000000000000000000000

Invoice Dates: ALL

Line of Accountings:

Bill to AHC: TE010000000000000000000000

Agency Name: Agency E01000

BOAC: TEST01

GSA

Vendor	Contract	Gov Dispute No	Status	Recorded Date	AHC	UBI	Invoice Date	Service Type	Dispute Reason	Charged Amt	Disputed Amt	Withheld Amt	Adjustment Received
Vendor2	Universal	0DVD48P0001	Closed Final Disputed	12/20/07	TE01ABC00000000000000000000	UBITFTE01AB	12/12/07	Toll-Free	Duplicate billing charges	5.00	5.00	0.00	(5.00)
Vendor2	Universal	0DVD48P0002	Closed Final Disputed	12/20/07	TE01ABC00000000000000000000	UBIMTE01AB	12/12/07	Voice over IP Transport	Price not matched in Price	760.10	410.25	0.00	(410.25)
Subtotal for Invoice Date 12-DEC-07										765.10	415.25	0.00	(415.25)
Total Charges										765.10	415.25	0.00	(415.25)

0 Detail of disputes initiated by GSA on behalf of the Agency (for centralized billing)

0 Query by Vendor, AHC, Invoice Date and Status Code. Optional filter by Gov Dispute Number.

0 Download includes additional fields.



## Break-On option and report tabs

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: TE\*\* 0000 0000 0000 0000 0000 - Summary

Break On: Vendor Central/Direct: -All-

Go

Hide Selection Box Printer Friendly Download User Guide

Summary Vendor1 Vendor2



THIS IS NOT A BILL - DO NOT PAY  
Networkx  
Monthly Statement of Account  
Year to Date 2008  
Summary Level



Break On	Other Query Option	Result
Bill Period	Bill Period = YTD	Tabs by month
Contract	Contract = All	Tabs by contract
Vendor	Vendor = All	Tabs by vendor
Central/Direct	Central/Direct = All	Tabs by central/direct

- 0 Use the Break On query options to break your report into separate tabs, depending on your other query selections.
- 0 Applies to the MSOA and Service Summary reports.
- 0 The Billing Summary will automatically show tabs by month.
- 0 The printer friendly option will show all the tabbed reports.

## Report query AHC selector options

- 0 3 options for AHC selector, depending on how many AHCs you have
  - 0 Dropdown list – fewer than 500 AHCs (system default)
  - 0 Popup list with filters – between 500 and 2,000 AHCs
  - 0 Popup list drilldown with filters – more than 2,000 AHCs

- 0 How to change your default option
  1. Click the My Account link
  2. Click the Change My Preferences link.
  3. Click the down arrow next to AHC selector type and select an option.
  4. Click the save button.
  5. When you return to Billing Reports, you'll see the new AHC selector type.

**My Preferences**

<b>Common Elements</b>	
Download File Format	Tab Delimited ▼
Alternative Start Page	Billing Reports ▼
Rows per Page	30 ▼
Include Column Headers in Download File	Yes ▼
<b>Agency Billing</b>	
Default Report	Service Summary ▼
AHC Selector Type	Popup List Drilldown (w/ filters) ▼
	None
	Drop-down (for limited # of AHCs)
	Popup List (w/ filters)
	Popup List Drilldown (w/ filters)

## Dropdown list (system default)

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: TE\*\* 0000 0000 0000 0000 0000 0000 - Summary Go

Break On: Vendor Central/Direct: -All-

Dropdown list contents:

- All-
- Begins With (Enter Start of AHC in Field at Right->)
- TE\*\* 0000 0000 0000 0000 0000 0000 - Summary
- TE01 0000 0000 0000 0000 0000 0000 - Bill
- ...TE01 ABCD 0000 0000 0000 0000 0000 0000 - Detail Central
- ...TE01 EFGH 0000 0000 0000 0000 0000 0000 - Detail Central
- ...TE01 MNOP 0000 0000 0000 0000 0000 0000 - Detail Direct
- TE03 0000 0000 0000 0000 0000 0000 - Bill
- ...TE03 0000 0000 0000 0000 0000 0000 - Detail Central
- ...TE03 ABCD 0000 0000 0000 0000 0000 0000 - Detail Central
- ...TE03 EFGH 0000 0000 0000 0000 0000 0000 - Detail Central
- ...TE03 1111 0000 0000 0000 0000 0000 - Detail Direct
- ...TE03 MNOP 0000 0000 0000 0000 0000 0000 - Detail Direct
- ...TE03 QRST 0000 0000 0000 0000 0000 0000 - Detail Direct

- Standard drop down list of values
- Works for up to 500 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Choose from summary, bill or detail levels  
(note: bill applies to central only)
- Can type in all or part of an AHC by selecting the "Begins with..." option

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: -Begins With (Enter Start of AHC in Field at Right->) Begins: Go

Break On: Vendor Central/Direct: -All-

## Popup list with filters

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: TE\*\* 0000 0000 0000 0000 0000 0000 - Summary

Break On: Vendor Central/Direct: -All-

Go

Select AHC - Microsoft Internet Explorer

Select Agency Hierarchy Code

AHC Begins With: Includes:

Report Type: ☒ Bill ☒ Detail ☒ Summary

Billed: ☒ Central ☒ Direct

Display: 50 Go

-All-  
TE\*\* 0000 0000 0000 0000 0000 0000 - Summary  
...TE01 0000 0000 0000 0000 0000 0000 - Bill  
...TE01 ABCD 0000 0000 0000 0000 0000 - Detail Central  
...TE01 EFGH 0000 0000 0000 0000 0000 - Detail Central  
...TE01 MNOP 0000 0000 0000 0000 0000 - Detail Direct  
...TE03 0000 0000 0000 0000 0000 0000 - Bill  
...TE03 0000 0000 0000 0000 0000 0000 - Detail Central  
...TE03 ABCD 0000 0000 0000 0000 0000 - Detail Central  
...TE03 EFGH 0000 0000 0000 0000 0000 - Detail Central  
...TE03 1111 0000 0000 0000 0000 0000 - Detail Direct  
...TE03 MNOP 0000 0000 0000 0000 0000 - Detail Direct  
...TE03 QRST 0000 0000 0000 0000 0000 - Detail Direct

1 - 13

Close Window

- AHC list appears in popup window when you click on the arrow to the right of AHC
- Works for up to 2,000 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Filter your AHC list in the following ways:
  - Enter all or part of AHC in AHC Begins With field
  - Enter part of an AHC in the AHC Includes field
  - Check/ uncheck Report Type: Bill, Detail, Summary (*note: bill applies to central only*)
  - Check/ uncheck central / direct
  - Select number of records to display
  - Click "Go" to refresh the list based on your filters
- Click on an AHC to populate the AHC field in the Select Report Criteria box



## Popup list drilldown with filters

- 0 AHC list appears in popup window when you click on the arrow to the right of AHC
- 0 Works with any number of AHCs
- 0 AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- 0 Filter your AHC list in the following ways:
  - 0 Enter all or part of AHC in AHC Begins With field
  - 0 Enter part of an AHC in the AHC Includes field
  - 0 Select one Report Type: Bill, Detail, Summary (*note: bill applies to central only*)
  - 0 Check/ uncheck central / direct
  - 0 Select number of records to display
  - 0 Click "Go" to refresh the list based on your filters

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: TE\*\* 0000 0000 0000 0000 0000 - Summary

Break On: Vendor Central/Direct -All-

Go

Select AHC - Microsoft Internet Explorer

Select Agency Hierarchy Code

AHC Begins With: [ ] AHC

Includes: [ ]

Report Type: ☐ Bill ☐ Detail ☒ Summary

Billed: ☒ Central ☒ Direct

Display: 50

Go

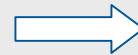
TE\*\* 0000 0000 0000 0000 0000 - Summary 9 records

.TE01 0000 0000 0000 0000 0000 - Summary 3 records

.TE03 0000 0000 0000 0000 0000 - Summary 6 records

1 - 3

Close Window



- 0 Click on the green number-of-record links to view the detail AHCs below a bill or summary level

Select AHC - Microsoft Internet Explorer

Select Agency Hierarchy Code

AHC Begins With: TE [ ] AHC

Includes: [ ]

Bills to AHC: [ ]

Report Type: ☐ Bill ☒ Detail ☐ Summary

Billed: ☒ Central ☒ Direct

Display: 50

Go

Back

TE01 ABCD 0000 0000 0000 0000 - Central

TE01 EFGH 0000 0000 0000 0000 - Central

TE01 MNOP 0000 0000 0000 0000 - Direct

TE03 0000 0000 0000 0000 0000 - Central

TE03 1111 0000 0000 0000 0000 - Direct

TE03 ABCD 0000 0000 0000 0000 - Central

- 0 Click on an AHC to populate the AHC field in the Select Report Criteria box



## E-MORRIS Help

- Contact Us link – FAS Billing Help Desk info
  - Phone: 1-877-944-8677 (toll free)
  - Email: [fasbilling.help@gsa.gov](mailto:fasbilling.help@gsa.gov)
- User Guide link
  - Detailed user guides (depending on access)
  - E-MORRIS presentations – training overview (public access)
  - *Future*: video training files (depending on access)
- FAQ link
  - Answers to frequently asked questions (depending on access)
- Reset Password button –
  - Web form for automatic password reset
- Request Assistance button –
  - Web form for requesting assistance (other than password resets)